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ABSTRACT

This booklet contains the regulations under which qualified personnel to staff educational programs in the public, adult, and vocational schools may be employed by the State of West Virginia. It identifies their obligations and procedures in securing professional certificates through an approved program in higher education. (JD)

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ED139795

Minimum Requirements for the Licensure of School Personnel

S... Daniel B. Taylor
West Viate Superintendent of Schools
...ginia Department of Education

SP011 087

minimum requirements for the:

TEACHING PERMIT
TEMPORARY LICENSE
ALTERNATE PROGRAM
TEMPORARY CERTIFICATE
VOCATIONAL PERMIT
VOCATIONAL CERTIFICATE
ADULT PERMIT
ASSOCIATE PERMIT

Daniel B. Taylor
State Superintendent of Schools
West Virginia Department of Education

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FOREWORD

The West Virginia Board of Education is responsible for providing qualified personnel to staff the educational programs in the public, adult, and vocational schools of the State. In carrying out this assignment, the Board has chosen to license those persons who are qualified to perform instructional and service assignments in educational programs.

Shortages of professional personnel to staff public school classrooms in West Virginia continue to exist for some teaching specializations and in some geographic areas. This booklet contains the regulations under which such personnel may be employed and identifies their obligations and procedures in securing professional certificates through an approved program in higher education. The regulations for adult and vocational personnel are included in the publication. Personnel who hold a license described in this publication are expected to comply with the regulations and procedures described herein.

Daniel B. Taylor
State Superintendent of Schools

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THE PERMIT

Purpose: The West Virginia Board of Education has authorized the issuance of permits licensing school personnel who cannot meet the standards established for a Professional Certificate. County *superintendents are obligated to utilize fully qualified teachers when they are available* and to provide permit teachers special assistance by the county staff. Persons employed on permits are expected to attain professional certification by enrolling at an institution of higher education in a teacher education program. Holders of permits are employed on a temporary basis only and are licensed depending on (1) the availability of professionally licensed personnel and (2) the teacher's growth as a professional. Permits are not issued for any specialization and/or school service not approved for professional certification.

Date of Employment and Licensure

In accordance with above statements, application for licensure of permit personnel will not be accepted prior to July 1. Since fully qualified personnel are to be employed when available, it is understood that teaching contracts for permit teachers employed full-time shall not be executed prior to that date.

Permits for Elementary School Teachers - Full-Time

A First Class Permit valid in the elementary schools may be issued for a one-year period for full-time teaching provided:

1. The applicant

   (a) Has at least a "C" average on his total c
   his teaching specialization(s). ollege record and in

   (b) Has completed, in an accredited colleg
   for the bachelors and/or masters degree. e, the requirements

   (c) Has completed the minimum hours in t
   ization(s) in keeping with his assignmeie teaching special-
   school. t in the elementary

2. The employing superintendent

   (a) Certifies that the applicant is the be
   available for the position. st qualified person

   (b) Recommends that the applicant be g
   ranted the license.

3. The college, in which the applicant was la
   mends the issuance of the permit. st enrolled, recom-

A permit endorsed for teaching a specializatio
level may be issued provided the applicant has at the elementary
mum semester hours as indicated for each spcompleted the mini-
tary (Multi-Subjects) 20; Language Arts 20; cialization. Elemen-
Early Childhood 6; Special Education 6; ReadinSocial Studies 20;
all other specializations 12. 6; Mathematics 9;

Permits for Junior and Senior High School T
achers - Full-Time

A First Class Permit valid in the secondary sc
teaching and/or school services may be issued fhools, endorsed for
for full-time teaching in the restricted areas shor a one year period
wn below provided:

1. The applicant

   (a) Has at least a "C" average on his total c
   his specialization. ollege record and in

   (b) Has completed, in an accredited colleg
   for the bachelors and/or masters degree. e, the requirements

   (c) Has completed the minimum hours in t
   ization(s) in keeping with his assignmee teaching special-
   school. t in the secondary

2. The employing superintendent

   (a) Certifies that the applicant is the be
   available for the position. st qualified person

   (b) Recommends that the applicant be g
   ranted the license.

A permit endorsed for a specialization at the secondary level may be issued provided the applicant has completed the minimum semester hours as indicated for the specialization. Distributive Education 6 semester hours plus 2,000 hours of verified experience in the distributive or service occupation; Special Education 6 semester hours; and Speech and Hearing 20 semester hours.

A teacher who holds a valid permit for substitute teaching may receive a permit for full-time teaching in those specializations authorized by the West Virginia Board of Education provided he: (a) has never had a permit for full-time teaching or (b) has not exceeded the time period in which he must qualify for the Professional Certificate.

Permits for Substitute Teachers

A permit for substitute teaching is one which is granted to a person who temporarily takes the place of a teacher who is regularly assigned to the classroom. Permits for substitute teaching are subject to all of the regulations pertaining to the permit issued for full-time teaching with the exception that the holder need not complete all requirements for Professional Certification within a five-year period.

Permits for Elementary School Teachers - Substitute Teaching

A First Class Permit valid in the elementary schools may be issued for a three-year period for substitute teaching provided the applicant satisfies all requirements listed for the permit for full-time teaching with the exception that the teacher need not qualify for a Professional Certificate at the end of the five-year period.

Permits for Secondary School Teachers - Substitute Teaching

A First Class Permit valid in the secondary schools may be issued for a three-year period for substitute teaching provided the applicant satisfies all requirements listed for the permit for full-time teaching with the exception that the teacher need not qualify for a Professional Certificate at the end of the five-year period. A permit endorsed for a specialization at the secondary level may be issued provided the applicant has completed the minimum semester hours as indicated for the specialization(s). Agriculture 12; Art 12; Business Education 12; Distributive Education 6; Business Principles 12; Secretarial Studies 12; English 20; Foreign Languages 12; Health Education 12; Physical Education 12; Home Economics 12; Industrial Arts 12; Journalism 12; Mathematics 9; Music 12; Oral Communications 12; Safety Education 6 including driver education and the recommendation of the Division of Driver Education; School Library-Media 12; Science - each area 12; Social Services and Attendance 12; Social Studies 20; Special Education 6.

Professional Commitment

The Professional Commitment is a written agreement signed by the permit teacher to pursue a renewal program which will eventually lead to the completion of an approved teacher education program and a Professional Certificate. The agreement is initiated in the office of the county superintendent by the teacher who will select an institution which offers an approved program in the specialization in which he is currently teaching on the permit. This institution then becomes the teacher's "home" college. It is the teacher's responsibility to execute the agreement prior to enrolling for renewal credit. Credit which does not comply with the institution's evaluation will not be accepted for the renewal or upgrading of a permit. If the teacher decides to change his "home college" or specialization and/or grade level, he must execute a new Professional Commitment.

A commitment is not transferable from one institution to another. Copies of the Professional Commitment are provided for the teacher, the "home college" and the Division of Teacher Certification. The Professional Commitment must lead to a Professional Certificate valid for teaching in the same specialization(s) and grade level as the permit which the teacher holds. Teachers who hold permits for substitute teaching are not expected to satisfy professional requirements in all specializations.

The holder of an expired Professional Certificate who is teaching on a permit in the specializations and grade level indicated on his certificate will not be required to sign a Professional Commitment. The holder of a Professional Certificate who is currently teaching on a permit because his teaching assignment is not consistent with the endorsements on his Professional Certificate will be required to sign the Professional Commitment. In this case, credit used to renew the Professional Certificate under the Certificate Renewal Agreement, will not necessarily renew the permit unless the applicant has earned credit under Objective D which is designed to add an additional specialization in the area of assignment.

Reissuance of Permits and Conditions of Employment

Each teacher who receives a First Class Permit for full-time teaching will be expected to complete all requirements for the Professional Certificate in accordance with his Professional Commitment and teaching assignment in a period of not more than five years. A teacher whose permit for full-time teaching is based on less than a bachelor's degree will be expected to complete all requirements for the Professional Certificate in accordance with his Professional Commitment and teaching assignment in a period of not more than six years. No permit for teaching and/or performing school services shall be issued to any person who has not satisfied the requirements for professional certification within the period of time allotted to him for his status and employment conditions as indicated above. If the permit teacher is employed within the eligibility period for attain-

ing the Professional Certificate as indicated above, he must complete all renewal requirements as shown for the reissuance of his permit.

Teachers who hold permits which have been discontinued but are renewable must complete a Professional Commitment and must meet reissuance requirements for the renewal and/or upgrading of their permits. Teachers who are renewing permits must meet the minimum requirements set for the issuance of the original permit as related to the subject specialization. The Fourth, Third, and Second Class Permits have been discontinued for new applicants; however, the holder of one of these permits who was employed during the preceding school year may continue to be licensed provided he meets the requirements for reissuance or upgrading of his permit for full-time employment.

A teacher permit may be reissued for full-time or substitute teaching provided the holder:

1. Files a Professional Commitment prior to enrolling for renewal credit. A teacher who enrolls for credit without having his Professional Commitment on file shall not be eligible for renewal.

2. Completes, subsequent to the issuance of the last permit held, six semester hours of prescribed credit with at least a "C" average which is consistent with his Professional Commitment and teaching assignment.

3. Secures a statement from his "home" college verifying that the credits earned are prescribed for the issuance of a Professional Certificate endorsed for teaching at the same level and specialization(s) as the permit to be reissued.

4. Has at least a "C" average on his total record.

5. Is recommended by his employing superintendent as the best qualified person available for the position named.

6. Has not exceeded the eligibility period for attaining the Professional Certificate (not applicable for permits for substitute teaching).

The holder of a renewable First, Second, or Third Class Permit who has reached the age of sixty (60) years, upon application, may have his permit reissued without completing additional college credit, if, in the opinion of the employing superintendent, he is teaching successfully. A birth certificate or affidavit of age is required in lieu of college credit. A birth certificate once filed will not be returned. A Fourth Class Permit may not be renewed on the basis of age.

Responsibility of the Permit Teacher

It is the teacher's responsibility to be knowledgeable concerning the regulations governing the issuance of permits, to seek guidance from his "home" college to assemble his credits of his "home" college and to file application for a permit through his county superintendent's office.

To be eligible for the reissuance or upgrading of a permit, the holder shall:

1. Meet with his superintendent and sign a Professional Commitment and designate the accredited college where he expects to complete his degree and/or teacher preparation program.

2. Seek admission as a teacher education candidate to the college or university he selects and secure an evaluation for the certificate desired. The student is responsible for supplying all necessary information to the institution of the Professional Commitment. The institution selected by the student as his "home" college is the institution responsible for providing guidance and certifying eligibility for reissuance or upgrading of his permit and recommending the issuance of his Professional Certificate.

3. Not enroll for credit at any institution other than his "home" college without written permission from the dean or registrar of his "home" college. If permission is given by his "home" college to enroll at another college, the applicant is responsible for having these credits transferred immediately upon completion to the "home" college where all applications for permits will be processed. The college from which the holder of a First Class Permit received his degree is not necessarily the "home" college unless the graduate returns to this institution to complete his program in professional education. For the holder of the First Class Permit, the "home" college is the institution with which he signs his Professional Commitment.

Responsibility of the Superintendent

It is the duty of the superintendent, or his representative, to counsel with permit teachers concerning the Professional Commitment and the proper time to file application. He shall discuss with the permit holder the necessity of signing the Professional Commitment prior to earning renewal credit. Any departure from the regulations and procedures described in this bulletin may result in a delay in the issuance of the permit.

Responsibility of the "Home" College

The "home" college is responsible for:

1. Evaluating the teacher's credits for the desired Professional Certificate.

2. Providing an organized system for advising teacher which is administered by faculty members knowledgeable in the requirements for licensure.

3. Recommending or not recommending its students for licensure. If the college indicates "not recommended" the permit will not be issued.

The "home" college is not responsible for:

1. Accepting credits from other institutions unless the student has been given written approval by the "home" institution prior to enrolling for the credit.

2. Having the teacher's credits from other institutions assembled, and cannot be expected to evaluate credits for teachers who wait until the registration period before seeking guidance.

Guidelines for Securing a Permit Through West Virginia Colleges:

1. An applicant[1] who attended or attends college in a West Virginia institution shall:

   (a) Make application on Revised I-TP-1 "Application For A Teaching Permit." Answer each question; leave no spaces blank. Each applicant shall sign his application.

   (b) Forward application to the county superintendent.

2. The County Superintendent shall:

   (a) Complete the verification of employment, Part III.

   (b) Mail the application to the "home" college named by the applicant. (College will complete the verification of credits, Part IV, and return the application to the county superintendent.)

[1]If the applicant has earned credits at more than one institution, it is his responsibility to see that all credits are assembled at the "home" college.

(c) Check the application upon its return from the college insuring proper completion of the form, verify the applicant's eligibility for the proposed assignment, complete the recommendation in Part V, and forward it to the Director of Teacher Certification.

(d) Maintain a register indicating the date an application is mailed to the college, the date it is received from the college, the date it is forwarded to the Director of Teacher Certification and the date the permit is received from the State Department of Education.

Out-of-State

1. An applicant who attended or attends college at an out-of-state institution shall:

(a) Have transcript(s) of all college work mailed directly from the institution(s) to the employing superintendent. (If he earned credit at more than one college, an original transcript from each is required.)

(b) Make application on Revised Form I-TP-1, "Application For A Teaching Permit." Answer each question; leave no spaces blank. Each applicant shall sign his application.

(c) Forward application to the county superintendent.

2. The County Superintendent shall:

(a) Complete the verification of employment and recommendation for licensure, Parts III and V.

(b) Check the application to be sure it has been properly completed.

(c) Attach the transcript(s) and forward them to the Director of Teacher Certification.

Note: Do not send applications to out-of-state institutions for verification of credits.

THE TEMPORARY LICENSE

Purpose: The Temporary License was or
nel for schools where new graduate progiginated to provide person-
and/or where demand exceeded supplyams were being introduced
tions. Eligibility calls for an applicant to in designated specializa-
cate in a specialization other than that nold a Professional Certifi-
license and to have expressed his intentiocovered by the Temporary
certification in the specialization by enr to qualify for professional
approved programs. The Temporary Licenlling in a college offering
year period provided the employing supee may be issued for a one-
applicant is the best qualified person intendent certifies that the
named. available for the position

Counselor

A Temporary License endorsed for servi
issued for a one-year period provided: ng as a Counselor may be

1. The applicant:

   (a) Holds a Professional Teaching
   valid at the grade level for w Certificate for instruction
   ich the license is sought.
   (b) Has completed twelve (12) se
   credit with a course in each of the mester hours of graduate
   ollowing areas:
      (1) principles of guidance
      (2) individual inventory

(3) counseling
(4) three (3) semester hours in any one of the six (6) areas required for professional licensure as a counselor: research individual inventory, principles of guidance, counseling, psychology, and environmental information.

2. The graduate institution where the applicant has completed at least six (6) of the required hours for the counselor endorsement recommends the issuance of a Temporary License.

3. The employing superintendent:

   (a) Certifies that the applicant is the best qualified person available for the position.

   (b) Recommends that the applicant be granted the license.

The holder of a Temporary License endorsed for serving as a Counselor may have his license reissued for a one-year period provided:

1. He completes, subsequent to the issuance of his last license, six (6) semester hours of graduate credit in courses prescribed for the counselor's endorsement.

2. The graduate institution where he expects to complete his counselor's program:

   (a) Verifies that the credits earned are prescribed by the West Virginia Board of Education for the issuance of this endorsement.

   (b) Recommends the reissuance of the license based upon the applicant's satisfactory performance in this specialization.

3. The employing superintendent:

   (a) Certifies that the applicant is the best qualified person available for the position.

   (b) Recommends the reissuance of the license based upon the applicant's successful experience as a counselor.

Elementary Principal

A Temporary License endorsed for serving as an Elementary Principal may be issued for a one-year period provided:

1. The applicant:

   (a) Holds a Professional Certificate endorsed for teaching in a self-contained classroom.

(b) Has completed three years of experience as a classroom teacher at the elementary and/or junior high school level.

(c) Has completed a minimum of twelve (12) semester hours from courses required for a master's degree in School Administration from an institution accredited to offer such programs.

2. The graduate institution where the applicant has completed at least six (6) of the required hours for the elementary principal's endorsement recommends the issuance of a Temporary License.

3. The employing superintendent:

(a) Certifies that the applicant is the best qualified person available for the position of principal or assistant principal.

(b) Recommends that the applicant be granted the license.

The holder of a Temporary License endorsed for serving as an Elementary Principal may have his license reissued for a one-year period provided:

1. He completes, subsequent to the issuance of his last license, six (6) semester hours of graduate credit in courses prescribed for the elementary principal's endorsement.

2. The graduate institution where the applicant expects to complete his elementary principal's program:

(a) Verifies that the credits earned are prescribed by the West Virginia Board of Education for the issuance of this endorsement.

(b) Recommends the reissuance of the license based upon the applicant's satisfactory performance in this specialization.

3. The employing superintendent:

(a) Certifies that the applicant is the best qualified person available for the position.

(b) Recommends the reissuance of the license based upon the applicant's successful experience as an elementary or assistant principal.

Reading Specialist

A Temporary License endorsed for Reading Specialist may be issued for a one-year period provided:

1. The applicant:

   (a) Holds a Professional Teaching Certificate for instruction.

   (b) Has completed three years of successful classroom teaching experience.

   (c) Has completed a minimum of six (6) semester hours of graduate credit in reading courses from the following areas:

      (1) foundations of reading instruction
      (2) diagnosis and correction of reading disabilities
      (3) clinical reading, a practicum

2. The graduate institution where the applicant has completed at least six (6) of the required hours for the Reading Specialist endorsement recommends the issuance of a Temporary License.

3. The employing superintendent:

   (a) Certifies that the applicant is the best qualified person available for the position.

   (b) Recommends that the applicant be granted the license.

The holder of a Temporary License endorsed for Reading Specialist may have his license reissued for a one-year period provided:

1. He completes, subsequent to the issuance of his last license, six (6) semester hours of graduate credit in courses prescribed for the reading endorsement from the following areas:

   (a) foundations of reading instruction
   (b) diagnosis and correction of reading disabilities
   (c) clinical reading, a practicum
   (d) planning and organizing a reading program

After the holder has completed all required work in the areas listed in items a-d, he shall select for subsequent renewals six (6) semester hours of credit from the following areas:

   (e) measurement and/or evaluation
   (f) child and/or adolescent psychology or development
   (g) personality and/or mental hygiene
   (h) educational psychology

2. The graduate institution where he expects to complete his requirements for the reading endorsement.

   (a) Verifies that the credits earned are prescribed by the West Virginia Board of Education for the issuance of this endorsement.

(b) Recommends the reissuance of the license based upon the applicant's satisfactory performance in this specialization.

3. The employing superintendent:

(a) Certifies that the applicant is the best qualified available for position.

(b) Recommends the reissuance of the license based upon the applicant's successful experience as a reading specialist.

Definitions: The reading specialist works with pupils, teachers and administrators to improve and coordinate the total reading program of the school.

The reading teacher works directly or indirectly with those pupils who have less than satisfactory achievement in reading.

Supervisor of Instruction

A Temporary License endorsed for serving as General or Special Supervisor of Instruction may be issued for a one-year period provided:

1. The applicant:

(a) Holds a Professional Certificate.

(b) Has completed three years of successful classroom teaching experience.[1]

(c) Has completed six (6) semester hours of graduate credit in courses prescribed for the appropriate supervisor's endorsement.

2. The graduate institution where the applicant has completed at least six (6) of the required hours for the supervisor's endorsement recommends the issuance of a Temporary License.

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[1]A special supervisor shall have three years of successful classroom teaching experience in the specialization for which the special supervisor's endorsement is sought. A person may not be licensed to serve as a special supervisor unless he holds an endorsement on his Professional Certificate in the specialization. Note: Special supervisors endorsements are issued in all of the areas approved as endorsements on the Professional Certificate for teaching with the following exceptions: Vocational Education, Foreign Language, Science and Special Education. These are broad areas for which there are no specific teaching specializations and are recognized only as areas of endorsement for supervision.

3. The employing superintendent:

   (a) Certifies that the applicant is the best qualified person available for the position and that the applicant understands he must complete a two-year inservice program.

   (b) Recommends that the applicant be granted the license.

The holder of a Temporary License endorsed for serving a General or Special Supervisor of Instruction may have his license reissued for a one-year period provided:

1. He completes, subsequent to the issuance of his last license six (6) semester hours of graduate credit in courses prescribed for the supervisor's endorsement. Note: Supervisors who are enrolled for two semesters of practice in supervision may renew with four semester hours of credit.

2. The graduate institution where he expects to complete his supervisor's program.

   (a) Verifies that the credits earned are prescribed by the West Virginia Board of Education for the issuance of an endorsement in the area in which the applicant is supervising.

   (b) Recommends the reissuance of the license based upon the applicant's satisfactory performance as a supervisor.

3. The employing superintendent:

   (a) Certifies that the applicant is the best qualified person available for the position.

   (b) Recommends the reissuance of the license based upon the applicant's successful experience as a supervisor.

Guidelines for Securing a Temporary License

A teacher wishing to apply for a Temporary License shall file an application through the office of the employing superintendent. County superintendents shall process applications for persons attending West Virginia institutions through the college.

A teacher attending an out-of-state college shall secure a transcript to be attached to his application in lieu of having his application processed by the college. The applicant shall consult with the Division of Teacher Certification in planning his program to meet West Virginia requirement.

ALTERNATE PROGRAMS

Purpose: Alternate programs are designed for persons not eligible for certification at the time of graduation. Persons seeking licensure under the alternate program are required to complete all program components as shown in the *Standards for the Accreditation of Teacher Preparation Programs in West Virginia* 1974, with the exception of General Studies and the requirement of a second teaching specialization.

A Professional Certificate issued provisionally may be granted to the graduate of an accredited college provided he:

1. Completes the institution's approved program in:

   (a) Professional Education[1]

   (b) The teaching specialization(s)

2. Meets the academic requirements of the institution for recommendation.

3. Is recommended for licensure by the college where he has completed, following graduation, a minimum of twelve (12) semester hours of courses prescribed in items 1a and 1b.

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[1]Credit hours earned to fulfill the requirements of the approved program in professional education must comply with the provisions stated in *Standards for the Accreditation of Teacher Preparation Programs in West Virginia*, 1974, p. 279.

THE TEMPORARY CERTIFICATE

The First Class Temporary Certificate is the licens
West Virginia Board of Education to bridge the ste authorized by the
for the lowest license (the teaching permit) and ndards established
(the Professional Certificate). To assist teachers ithe highest license
ition, the Temporary Certificate give official r making this trans-
professional preparation and provides the advan cognition to their
salary. The holder of this license is expected to fuage of professional
obligation by removing his deficiencies throughfill his professional
Continued certification is contingent on this effort to annual renewals.
upgrade.

The Temporary Certificate shall be issued for a c
vided the applicant: (1) has completed the requirne-year period pro-
lor's degree from an accredited college, (2) is rements for a bache-
college where he completed student teaching arcommended by the
completed 15 semester hours in professional ed methods, (3) has
student teaching, methods and human developmducation in include
which licensure is requested, (4) has completed ent at the level for
courses required in his area(s) of specialization three-fourths of the
mentary specialization when applicable) and (5) (to include the ele-
ship requirements described in the minimum sta meets the scholar-
cate may be granted in the areas of specializatindards. This certifi-
approved for the Professional Certificate. on and grade levels

The Temporary Certificate may be renewed fo
provided: (1) the applicant, completes subsequer a one-year period
the certificate and within the five-year period pr to the issuance of
eceding the date of

application, six (6) semester hours with at least a "C" average in courses required to upgrade to the Professional Certificate, (2) the home college verifies that the credits are prescribed for the issuance of the Professional Certificate, and (3) the applicant is recommended by his county superintendent.

For employment and salary purposes, the First Class Temporary Certificate is declared to be the equivalent of the Professional Certificate.

THE VOCATIONAL LICENSE

Purpose: The West Virginia Board of Education has authorized the issuance of the Vocational License to facilitate the staffing of Vocational Industrial, Technical, Occupational Home Economics, and Health Occupations programs with instructional personnel. Personnel are generally recruited from business and industry and enrolled in a program of teacher education after employment. These are the minimum requirements for issuance and renewal of the Vocational Licenses.

Vocational Permit -- Full-Time Teaching

A Vocational Permit for teaching full time in an approved Vocational Industrial, Technical, Occupational Home Economics, Health Occupations, or Cooperative program in a specific occupation may be issued for a one-year period provided:

1. The applicant:

   A. For an Industrial Area Lab

      Holds a high school diploma or GED and has completed six years (12,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which he expects licensure.

      OR

Is a graduate of an approved college or university with a bachelor's degree in an area related to the occupation for which licensure is desired and has completed three years (6,000 clock hours) of satisfactory and reasonably continous work experience in the area for which instruction will be provided.

OR

Holds a high school diploma or GED and was enrolled in an approved Vocational Industrial Education program in the area of licensure. Each full year of training may count for one-half year of apprenticeship toward the six years of required work experience.

OR

Holds a high school diploma or GED and has completed credit in an approved two or four year technical school. Each ten semester hours of approved shop work and drawing may count for one year of apprenticeship. Maximum allowance for credit in lieu of experience is two years toward the six years of required work experience.

NOTE -- A person may not use a combination of exceptions.

Industrial Related

Holds a high school diploma or GED and has completed three years (6,000 clock hours) of satisfactory and reasonably continuous work experience in the occupational area or experience related to the area.

OR

Is a graduate of an approved college or university with a bachelor's degree related to his teaching assignment and has completed two years (4,000 clock hours) of satisfactory and reasonably continuous work experience related to the area.

OR

Holds a high school diploma or GED and was enrolled in an approved Vocational Education program in the desired area of licensure. Each full year of training may count for one-half year of apprenticeship. Maximum allowance is one year toward the required three years of work experience.

OR

Holds a high school diploma or GED and has completed credit in an approved two or four year technical school. Each ten semester hours of approved shop work and drawing may count for one year of apprenticeship. Maximum allowance is one year toward the required three years of work experience.

NOTE -- A person may not use a combination of exceptions.

B. For a Technical Area Lab

Holds a high school diploma or GED and at least two years of post-high school education or training in the technology to be taught and has completed three years (6,000 clock hours) of satisfactory wage earning experience in the technical occupation for which licensure is desired.

OR

Holds a high school diploma or GED and has completed six years (12,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which he expects licensure.

Technical Related

Meets the requirements outlined for the technically trained person with the exception that wage earning experience may be reduced from three to two years or the person with no technical training may reduce the wage earning experience from six years to four years.

C. For a Health Clinical Lab

Practical Nursing

Submits evidence of current licensure as a registered nurse in West Virginia and has completed two years (4,000 clock hours) of recent wage earning experience above and beyond the training period as a nurse.

Other Health Occupations

Submits a copy of certificate or license from the appropriate state and/or national organization or agency when applicable and evidence of two years (4,000 clock hours) of recent wage earning experience above and beyond the training period in the occupation to be taught.

OR

Holds a bachelor's degree in the Health Occupation for which certification is desired and a certificate or license from the appropriate state and/or national organization or agency when applicable and has completed one year (2,000 clock hours) of recent wage earning experience above and beyond the training period in the occupation to be taught.

Health Related

Meets the above requirements outlined for other health occupations with the exception that wage earning experience may be reduced from two years to one year.

D. For a Cooperative Teacher Coordinator

Holds a Vocational Certificate or a Professional Certificate with an endorsement in Vocational Home Economics, Vocational Agriculture, Distributive Education, or Business and has completed a minimum of one year (2,000 clock hours) of related wage earning experience in a nonteaching position.

OR

Holds a five-year Professional Certificate in fields other than listed above and has completed a minimum of two years (4,000 clock hours) of related wage earning experience in a nonteaching position.

NOTE -- The Holder of the Permit must:

Complete within a three-year period after beginning employment, nine semester hours in principles of cooperative vocational education and/or development of curriculum materials for cooperative vocational education programs. These nine hours, in addition to the requirements for the permit, shall meet the standards for the Cooperative Teacher Coordinator endorsement on the Vocational Certificate or Professional Teaching Certificate.

E. For an Occupational Home Economics Lab

Holds a high school diploma or GED and has completed six years (12,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which he expects licensure.

OR

Is a graduate of an approved college or university with a bachelor's degree in an area related to the occupation for which licensure is desired and has completed three years (6,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which instruction will be provided.

2. The State Coordinator of Vocational Teacher Education certifies that the applicant has completed the minimum requirements for this permit and recommends its issuance.

3. The employing county superintendent recommends the issuance of the permit.

NOTE -- The applicant may be required to take a practical examination and/or an oral or written examination in the related subjects as proof of his proficiency.

Vocational Permit -- Substitute Teaching

A Vocational Permit for substitute teaching may be issued for a three-year period provided the applicant satisfies all requirements listed for the permit for full-time teaching. Holders of permits for full-time and substitute teaching will renew their license under the same guidelines. A teacher who holds a valid permit for substitute teaching may receive a permit for full-time teaching in those specializations authorized by the West Virginia Board of Education provided he has never had a permit for full-time teaching.

Competency Examination

A person who satisfies the minimum scores on the NOCTI (National Occupational Competency Testing Institute) exam for the awarding of credit in the approved program at West Virginia Institute of Technology in vocational education need not meet the full work experience and training requirement for the endorsement except when the profession governs the licensure of its instructors. All persons must satisfy at least one year (2,000 clock hours) of satisfactory wage earning experience in the area for which licensure is requested.

Credential Required

Work experience must be verified by former employers and notarized on Form VG-10. All items listed as requirements for certification, such as high school diploma or an official transcript of credits, must accompany the applications. It is the applicant's responsibility to secure these documents for submission to the county superintendent.

Validity of the Vocational Permit and Certificate

A Vocational Permit or Certificate endorsed for "a specific lab" entitles the holder to teach that lab and its related subjects, and a permit or certificate endorsed for "related subjects" entitles the

holder to teach only related subjects. E
holder to teach in a secondary, postsecooth licenses entitle the
dary, or adult program.

Reissuance of Permits and Conditions of Emp
oyment

Each teacher who receives a First Class Pe
will be expected to complete all requiremit for full-time teaching
Certificate in accordance with his teachiments for the Vocational
of not more than five years. assignment in a period

Renewal for Persons Enrolled in the App
West Virginia Institute of Technology oved Degree Program at

Persons enrolled in the approved program
of Technology must sign a Vocational C at West Virginia Institute
in the office of the county superintendommitment (Form VG-17)
to this program is acceptable for the renent. All credit appropriate
mit. The renewal application must be proval of the Vocational Per-
for recommendation. Students who wish essed through the college
tions to earn renewal credit must have to enroll at other institu-
Tech prior to enrolling for credit as a transe approval of officials at
by examination is not acceptable for rent student. Credit earned
may elect credit appropriate to the appronewal purposes. Students
gram for the renewal of the Vocationed vocational degree pro-
courses which have been identified as al Permit, however, only
Vocational Certificate may be counted fescribed for the five-year
the Vocational Permit are encouraged to its issuance. Holders of
prescribed for the issuance of the five-ye select courses which are
appropriate renewal credit. r Vocational Certificate as

The Vocational Permit may be renewed
vided: or a one-year period pro-

1. The applicant completes subsequent
permit held, five semester hours witho the issuance of the last
courses appropriate to the approved degan overall "C" average in
ree program.
2. The institution verifies that the credit
dent's degree program and recomm are applicable to the stu-
permit. ends the renewal of the

3. The employing county superintenden
plicant's permit be renewed. recommends that the ap-

The Vocational Certificate may be rene
provided: ved for a five-year period

1. The applicant who has not complete
gram, completes subsequent to the is the approved degree pro-
held, six semester hours with an ovuance of the last certificate
appropriate to the approved degree proall "C" average in courses
ram.

2. The institution verifies that the credits are applicable to the student's degree program and recommends the renewal of the certificate.

3. The county superintendent recommends that the applicant's certificate be renewed.

The holder of a five-year Vocational Certificate and a Bachelor's Degree may renew with credit appropriate to the program of Continuing Education by signing a commitment with his county superintendent. The renewal application will be processed according to the approved guidelines.

Renewal for Persons Not Seeking the Degree

Persons who do not wish to complete the full degree program must secure the approval of the State Coordinator of Vocational Teacher Education prior to enrolling for any renewal credit. Students may elect credit appropriate to the approved vocational degree program for the renewal of the Vocational Permit; however, only courses which have been identified as prescribed for the five-year Vocational Certificate may be counted for its issuance. Holders of the Vocational Permit are encouraged to select courses which are prescribed for the issuance of the five-year Vocational Certificate as appropriate renewal credit.

The Vocational Permit may be renewed for a one-year period provided:

1. The applicant completes subsequent to the issuance of the last permit held, five semester hours with an overall "C" average in courses prescribed by the State Coordinator of Vocational Teacher Education.

2. The State Coordinator verifies that the credits are applicable to the student's certification program and recommends the renewal of the permit.

3. The employing county superintendent recommends that the applicant's permit be renewed.

The holder of a five-year Vocational Certificate who is not enrolled in a degree program may renew with credit appropriate to the approved program in vocational education at West Virginia Insitutte of Technology or Marshall University. All credit selected for renewal must have the approval of the State Coordinator of Vocational Teacher Education prior to the teacher's enrollment. Teachers are encouraged to complete any course listed as prescribed for the issuance of the five-year Vocational Certificate which was not taken in meeting the twenty hour requirement.

The Vocational Certificate may be renewed for a five-year period provided:

1. The applicant who is not enrolled in the approved degree program, completes subsequent to the issuance of the last certificate held, six semester hours with an overall "C" average in courses appropriate to an approved vocational degree program.

2. The State Coordinator of Vocational Teacher Education verifies that the credits are applicable to the student's certification program and recommends the renewal of the certificate.

3. The county superintendent recommends that the applicant's certificate be renewed.

Requirement for the Vocational Certificate

A Vocational Certificate endorsed for teaching a specific occupation may be granted for a five-year period provided:

1. The applicant:

   a. Completes 20 semester hours elected from courses prescribed for the Vocational Certificate.

   b. Has completed three years of successful teaching experience in accordance with the endorsement(s) requested on the Vocational Certificate.

   c. Has satisfied the work and training experience required for the issuance of the Vocational Permit.

2. The State Coordinator of Vocational Teacher Education certifies that the applicant has completed the required educational program and recommends the issuance of the Vocational Certificate.

3. The County Superintendent certifies that the applicant has completed three years of successful teaching experience in accordance with the endorsement requested on the Vocational Certificate and recommends the applicant be granted the certificate.

Courses Prescribed for the Issuance of the Vocational Certificate

The applicant for the five-year Vocational Certificate must complete all courses marked with the asterisk and shall select the remaining courses with the approval of the State Coordinator of Vocational Teacher Education. Twenty (20) hours of credit from the prescribed listing are required for the issuance of the five-year Vocational Certificate.

*Introduction to Vocational Education or	3 sem. hours
History and Philosophy of Vocational Education	3 sem. hours

*Occupational Analysis	2 sem. hours
*Teaching Methods in Vocational Education	2 sem. hours
*Course Construction and Planning in Vocational Education	3 sem. hours
*Methods of Examination in Vocational Education	3 sem. hours
Psychology of Learning and Adjustment	3 sem. hours
Educational Media Materials	3 sem. hours
Organization and Management of School Shops and Laboratories	2 sem. hours
Safety in Vocational Education	2 sem. hours
Written and Spoken English	3 sem. hours
Coordination of Cooperative Vocational Education	3 sem. hours

The State Coordinator of Vocational Teacher Education may approve the substitution of courses other than those with the asterisk for occupations which are nonshop oriented, especially technical, health occupations, and occupational home economics, provided approval is granted prior to enrolling for credit.

Permanent Certification

1. A teacher who holds a Vocational Certificate valid for five years, and who completes the requirements for a master's degree may be granted a permanent certifcate provided:

   a. He files application on a prescribed form with the State Department of Education.

   b. He presents an official transcript showing the completion of requirements for a master's degree in a program which was selected for its relevance to the improvement of instruction in the public school system.

   c. The superintendent of schools of the county in which he was last employed or now resides recommends the issuance of a permanent certificate.

   d. The county superintendent verifies five years of successful teaching experience.

2. A teacher who holds a Vocational Certificate, valid for five years, may be granted a permanent license at the expiration of his second renewal provided:

   a. He files application on a prescribed form with the State Department of Education.

   b. He presents an official transcript showing the completion of six semester hours of prescribed credit with a "C" average.

   c. The superintendent of schools in the county in which he last taught or now resides recommends the issuance of a permanent certificate.

   d. The State Coordinator of Vocational Teacher Education certifies that the renewal requirements have been met and recommends the issuance of a certificate.

Renewal by Age

The holder of a renewable Vocational Certificate, Temporary Vocational Certificate, or Vocational Permit for substitute teaching who has reached the age of sixty (60) years, upon application, may have his permit reissued without completing additional college credit, if, in the opinion of the employing superintendent, he is teaching successfully. A birth certificate or affidavit of age is required in lieu of college credit. A birth certificate once filed will not be returned. A Vocational Permit may not be renewed on the basis of age.

Temporary Vocational Certificate

A teacher who has completed all the requirements for the five-year Vocational Certificate with the exception of the three years of required teaching experience may be granted upon the recommendation of the State Coordinator of Vocational Teacher Education a Temporary Vocational Certificate, valid for one year.

This license may be renewed no more than two times by earning for each renewal three semester hours from the courses prescribed for the renewal of the Vocational Certificate. The recommendation of the Superintendent and the State Coordinator of Vocational Teacher Education are also required for each renewal. A teacher who has completed the teaching experience requirement may not receive a Temporary Vocational Certificate.

The Temporary Vocational Certificate is equivalent to the five-year Vocational Certificate for employment and salary purposes.

THE ADULT PERMIT

Purpose: The need for the continuing education of adults is self-evident. Their educational endeavors may fall into any one of the following categories depending upon the needs and interests of the individual. For those adults who lack the basic educational skills to function successfully in the modern world, the program in Adult Basic Education is designed to provide for the development of these skills. Adults who wish to improve their already existing skills or to develop new skills for employment purposes may satisfy this need in Vocational Industrial, Technical, and Health Occupations programs. An adult who, for personal reasons, was unable to complete the regular high school program may wish to enroll in the Adult High School program to earn the credits required for the high school diploma. Many adults have expressed their need to develop Special Interest skills to fill their leisure hours; for this group, the program provides course on the demand of the interested adults.

Basic Education

An Adult Permit endorsed for teaching basic education may be issued for a five-year period provided:

1. The applicant has completed, in an accredited college, sixty-four (64) semester hours of credit with an overall "C" average.

2. The employing superintendent recommends that the applicant be granted the license.

3. The State Supervisor of Adult Education recommends the issuance of the license.

The holder of an Adult Permit endorsed for teaching Basic Education may have his license reissued for a five-year period provided:

1. He completes subsequent to the issuance of his last license and within a five-year period immediately preceding his application for renewal, six (6) semester hours of credit with a "C" average in courses prescribed for the Professional Certificate or credit in a program in adult basic education.

2. The employing superintendent recommends that the applicant's permit be renewed.

3. The State Coordinator of Teacher Education recommends the reissuance of the license.

Vocational, Industrial, Technical, Health Occupations or Occupational Home Economics

An Adult Permit endorsed for teaching in an approved Vocational Industrial, Technical, Health Occupations Education or Occupational Home Economics class for a specific occupation may be issued for a five-year period provided:

1. The applicant:

   (a) Holds a high school diploma.

   (b) Submits evidence of having completed the same trade, industrial technical and/or health occupations experience required for the issuance of a Vocational Industrial Permit.

2. The county superintendent recommends that the applicant be granted the license.

3. The State Coordinator of Vocational Teacher Education certifies the applicant has met the minimum requirements for the permit and recommends its issuance.

Office or Distributive Education

An adult Permit endorsed for teaching Office or Distributive Education classes for a specific occupation may be issued for a five-year period provided:

1. The applicant:

(a) Holds a high school diploma.

(b) Submits evidence of three years of suc
experience in the occupation for whi
fered.

2. The county superintendent recommends t
granted the license.

3. The State Coordinator of Vocational Teach
the applicant has met the minimum requir
and recommends its issuance.

Adult High School

A person who is employed for teaching in th
must hold a license which is valid for teaching
in the public schools.

Adult Special Interest

An Adult Permit endorsed for teaching in an app
course - Aging and Retirement, Americaniza
Arts and Crafts, Fine Arts, Drama and Musi
Recreation, Homemaking, Languages and Litera
for a five-year period provided:

1. The applicant:

(a) Submits an official copy of his education

(b) Submits evidence of competency to
zation designated on the application for li

(c) Submits a recommendation from an e
related to his employment or a recom
son knowledgeable of his competence.

2. The county superintendent:

(a) Recommends that the applicant be

(b) Certifies that the applicant's service
specialization designated on the license

3. The State Coordinator of Vocational Teac
the applicant has met the minimum requ
and recommends its issuance.

Renewal of an Adult Permit

An Adult Permit endorsed for any subject ot
tion, may be reissued for a five-year period o
of the county superintendent and the State
applicant's responsibility to initiate his re
Adult Permit which has been expired for m
subject to current issuance regulations as w
quirement.

THE ASSOCIATE PERMIT

Purpose: To accommodate the needs of the public schools in certain areas in which there is need for an enriched curriculum, or where it may be possible to use personnel who by reason of their educational background and employment record are abundantly qualified to instruct in certain specialized areas, the West Virginia Board of Education authorized that an Associate Permit be granted for a one-year period to performing artists, members of professions, and specialists in vocations requiring an implicit knowledge of the specialized field. This permit is valid for performing instructional services on a part-time basis in any area of the public school curriculum for which there is a need for enrichment and the services of these persons can be utilized for such instruction. A person holding the Associate Permit cannot be used to replace the regular classroom teacher.

Performing Arts

An Associate Permit for teaching on a part-time basis in any area of the performing arts may be issued for a one-year period provided:

1. The applicant:

   (a) Submits an official transcript of his academic preparation and if this preparation is unrelated to his request for licensure, he must submit in addition to his education record a notarized statement listing his professional affiliations and most recent performances.

2. The county superintendent:

   (a) Recommends that the applicant be granted the license.
   (b) Certifies that the applicant's service will be in the area of curriculum enrichment.

Professions

An Associate Permit for teaching on a part-time basis in any area related to a recognized profession may be issued for a one-year period provided:

1. The applicant:

   (a) Submits official transcripts of his professional preparation.

2. The county superintendent:

   (a) Recommends that the applicant be granted the license.

   (b) Certifies that the applicant's service will be in the area of curriculum enrichment.

Vocational Specializations

An Associate Permit for teaching on a part-time basis in any vocation which requires implicit knowledge and training may be issued for a one-year period provided:

1. The applicant:

   (a) Submits an official copy of his education record.

   (b) Submits a listing of his employer(s) and his position(s) during the past five years.

   (c) Submits a recommendation from his current employer or the employer under whom he last served.

2. The county superintendent:

   (a) Recommends that the applicant be granted the license.

   (b) Certifies that the applicant's service will be in the area of curriculum enrichment.

STATE BOARD OF EDUCATION RULES AND REGULATIONS

Definition of Certificate

The West Virginia School Law defines a certificate as a license for public school employment at the grade level and in the specialization(s) shown on the license. Any assignment which is inconsistent with the specializations and grade levels stated on the license is illegal.

Contract Required

A licensed teacher who is under contract shall be in charge of every class for instructional purposes except for that period of time when a substitute teacher is assigned to the classroom, in conformity with the School Laws of West Virginia. Each substitute teacher shall hold a license appropriate to his assignment.

College Recommendation Prerequisite to Certification

A West Virginia college shall recommend for professional certification only those persons who have been graduated and who have satisfactorily completed the insitution program as approved by the West Virginia Board of Education. College graduation in an approved teacher education program and recommendation for a Professional Certificate are not synonymous. Students shall complete the major portion of the semester hours required by the college in professional education courses, including the culminating clinical

experience, in the approved process of the recommending institution. An experienced teacher may be recommended without having completed the culminating clinical experience at the recommending institution if he has completed the major portion of the semester hours required in professional education at the recommending institution.

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads...

> "A certificate to teach shall not be granted to any person who is not a citizen of the United States, is not of good moral character and physically, mentally, and emotionally qualified to perform the duties of a teacher, and who has not attained the age of eighteen years on or before the first day of October of the year in which his certificate is issued."

The issuance of an original certificate shall require (1) the recommendation of the Dean or other designated official, in consultation with the supervisor of the clinical experience and the Chairman of the Department offering the specialization(s), (the recommendation is expected to reflect, in addition to the academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation) and (2) an official statement that the approved program has been completed in full.

Substitution

A student, with the approval of the institution, may substitute one or more course for a required course(s) provided the content and scope of the courses are substantially equivalent. Justification for the substitution of courses must be submitted with the application for a certificate and shall include: (1) identification of required courses and courses substituted, (2) authorization signed by the academic dean or his designate, (3) reason for the justification. A person who has had three or more years of experience as a classroom teacher in a classified school may be excused from the culminating clinical experience (the whole or in part) provided:

1. The superintendent under whom the teacher last taught certifies that in his opinion, the teacher is sufficiently competent to be certificated without taking student teaching.

2. The college recommends the substitution of regular teaching experience for student teaching.

3. The applicant's three years of experience was in a classified school and in the specialization(s) and grade level(s) for which certification is desired. At least one of the applicant's required three years of experience must be within the five-year period immediately preceding application for certification.

Scholarship Requirements for Certification

To be recommended for certification, an applicant must have achieved a "C" average on the total hours attempted in the college or colleges attended; and on the total hours attempted in (1) residence at the institution making the recommendation; (2) the professional education program; (3) each specialization; and (4) the culminating clinical experience. Pass or Satisfactory is acceptable where the letter grading system is not used. In West Virginia colleges, the following uniform grading system was adopted June 20-21, 1950, as amended on August 15, 1958, and January 5, 1973.

A..Superior

B..Good

C..Average

D..Lowest Passing Mark

F..Failure

I..Incomplete

W..Withdrew

WP..Withdrew Passing

WF..Withdrew Failing

FIW..Failure Due to Irregular Withdrawal

"Quality point averages are based on the following quality point values for each semester hour of credit: "A"-4; "B"-3; "C"-2; "D"-1; and "F"-0. The quality point average is computed on all credit for which the student has registered with the following exceptions:

a. Grades of "W" and "WP"

b. A course in which a student earns a grade of "D" or "F", taken no later than the semester or summer term during which he attempts the sixtieth semester hour, may be repeated prior to the receipt of the baccalaureate degree, and the orginal grade shall be disregarded and the grade earned when the course is repeated shall be used in determining the student's grade point average. The original grade shall not be deleted from the student's record. Students who began college study prior to the fall semester of 1968 or students whose records include an original grade which was reactivated following the second repeat of a course, must make application to the appropriate institutional authority to assure their coverage by this regulation."

The approved program of teacher preparation may permit the assignment of a pass-fail or satisfactory-unsatisfactory or equivalent evaluation for the culminating clinical experience or preservice laboratory experience phase of the professional education component; however, all such grades shall be disregarded in the computation of the student's grade point average for all certification purposes. Only the grades of "pass" or "satisfactory" are acceptable for certification and courses in which students receive any other grades must be repeated until this level of qualification is received. Institutional policy shall govern the practice of awarding credit and/or grades in courses other than the culminating laboratory ex-

perience and preservice laboratory experience. When credit is awarded as a result of demonstrated competency, all grades, if any for such credit, shall be disregarded in the computation of the student's grade point average for certification purposes.

Institutional policy pertaining to the removal of an "I" grade is in effect prior to graduation, but an "I" grade shall be computed as "F" if not removed before graduation.

Evaluation of Graduates

In compliance with the action of the West Virginia Board of Education on April 11, 1972, each teacher preparation institution shall submit to the Division of Teacher Preparation and Professional Standards a procedure for the evaluation of teacher education graduates as part of the request for approval of its teacher education programs. In lieu of this action, institutions shall continue the use of the National Teacher Examination as previously required.

Recognition of Degrees and Credits Earned

All bachelor degrees earned in accredited colleges are recognized for certification purposes; however, the master's degree for certification purposes can be recognized only if it were earned in an institution regionally accredited to offer a master's degree and the degree is in a curriculum selected for its relevance to the public school program and licensure. An accredited college is one accredited by the official accrediting agency of the state in which the institution is located and/or by one of the six regional accrediting agencies recognized by the National Commission on Accrediting.

A student who has attended an unaccredited college may count for certification purposes the amount of credit which an accredited teacher education institution will accept toward the completion of a bachelor's degree. It is the student's responsibility to have his credits evaluated by an accredited institution which he has declared as his "home" college by signing with this commitment for professional licensure.

Revocation of Certificates

The State Superintendent may, after ten days' notice and upon proper evidence, revoke the certificates of any teacher for drunkenness, untruthfulness, immorality, or for any physical, mental or moral defect which would render him unfit for the proper performance of his duties as a teacher, or any neglect of duty or refusal to perform the same, or for using fradulent, unapproved, or insufficient credit, or for any other cause which would have justified the withholding of a certificate when the same was issued.

It shall be the duty of any county superintendent who knows of any immorality or neglect of duty on the part of any teacher to report the same, together with all of the facts and evidence, to the State Superintendent for such action as in his judgment may be proper.